

# ARTS IN THE COUNTY ADMINISTRATION BUILDING PROGRAM

## Curatorial Plan + Annual Exhibition Calendar (Draft)

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## INTRODUCTION

I've developed the following curatorial plan to organize and implement a rotating exhibition program within the Alachua County Administration Building. My goal is to create a clear, professional, and repeatable system that allows us to consistently showcase local artists while maintaining strong organization and flow.

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## PURPOSE

Through this program, I aim to:

- Showcase local artists across a variety of media
  - Activate public government spaces through thoughtfully curated exhibitions
  - Establish a reliable and professional exhibition cycle
  - Provide artists with clear expectations and a positive experience
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## PLAN (ANNUAL STRUCTURE)

I propose organizing the exhibitions seasonally, with four shows per year, each lasting approximately three months:

- **Fall:** Quilting / Fiber Arts (*First Exhibition Launch*)
- **Winter:** Painting
- **Spring:** Ceramics
- **Summer:** Photography

I will begin planning at the start of Summer to allow adequate preparation time for a strong Fall launch.

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## GOAL

My goal is to build a sustainable system that ensures:

- Timely installation and deinstallation of artwork
- Clear communication with participating artists
- Professional presentation within a civic environment
- A workflow that can be repeated and refined each year

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## **MASTER CALENDAR (STARTING DAY 1 OF SUMMER)**

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### **SUMMER (JUNE – AUGUST)**

#### **Program Setup + Fall Exhibition Preparation (Quilting / Fiber Arts)**

##### **June – Program Setup**

- I will finalize the annual exhibition schedule
- Define the scope and criteria for the Fall quilting/fiber show
- Draft the call for submissions
- Coordinate with the Arts Council and County staff
- Confirm display areas and installation requirements

##### **July – Call for Submissions**

- I will launch the call for quilting/fiber artists
- Promote through local organizations and networks
- Conduct targeted outreach to strong fiber artists
- Begin tracking submissions

##### **August – Selection + Preparation**

- Close submissions (early August)
- Jury and select artworks
- Notify artists (acceptance/decline)
- Distribute agreements and requirements
- Finalize exhibition layout
- Schedule deliveries (Monday–Friday)
- Prepare labels and documentation

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## **FALL EXHIBITION (SEPTEMBER – NOVEMBER)**

### **Quilting / Fiber Arts**

### **Installation (Last Week of August)**

- Monday–Wednesday: Receive artwork and complete condition checks
- Wednesday–Thursday: Install exhibition
- Friday: Final walkthrough and adjustments

### **Exhibition Period (September–November)**

- I will maintain light promotion
- Monitor artwork condition
- Optionally highlight participating artists

### **Deinstallation (Last Week of November)**

- Monday–Wednesday: Remove artwork
  - Thursday–Friday: Coordinate artist pickup and reset walls
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## **WINTER EXHIBITION (DECEMBER – FEBRUARY)**

### **Painting**

#### **During Fall Exhibition (Overlap Planning)**

- September: I will plan the painting exhibition and draft the call
  - October: Open submissions and promote
  - Early November: Jury and select artists
  - Late November: Install exhibition
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## **SPRING EXHIBITION (MARCH – MAY)**

### **Ceramics**

#### **During Winter Exhibition**

- December: Plan the ceramics exhibition
- January: Open submissions
- Early February: Jury selection
- Late February: Install exhibition

#### *Special Consideration:*

I will ensure proper pedestal use, weight safety, and secure placement for ceramic works.

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## **SUMMER EXHIBITION (JUNE – AUGUST, FOLLOWING YEAR)**

### **Photography**

#### **During Spring Exhibition**

- March: Plan the photography exhibition
- April: Open submissions
- Early May: Jury selection
- Late May: Install exhibition

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## **CONTINUOUS CURATORIAL WORKFLOW**

I will operate on an overlapping schedule at all times:

- One exhibition will be installed and on view
- The next exhibition will be in planning or submission phase

This approach ensures continuity and prevents delays.

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## **STANDARD 12-WEEK EXHIBITION PIPELINE**

For each exhibition, I will follow this consistent structure:

- Weeks 12–10: Planning and call preparation
- Weeks 10–6: Open submissions
- Weeks 6–4: Jury and selection
- Weeks 4–2: Logistics and layout planning
- Week 1: Installation
- Months 1–3: Exhibition on view
- Final Week: Deinstallation and reset

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## **OPERATIONAL SCHEDULE (MONDAY–FRIDAY ONLY)**

### **Installation Week**

- Monday–Wednesday: Installation

- Thursday: Adjustments and label placement
- Friday: Final review

### **Deinstallation Week**

- Monday–Wednesday: Artwork removal
  - Thursday–Friday: Artist pickup and space reset
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## **SUMMARY**

This plan allows me to approach the program with structure and consistency while leaving room for curatorial flexibility. Beginning in Summer gives me the time needed to build a strong foundation, ensuring that the Fall quilting/fiber exhibition launches smoothly and sets the tone for the exhibitions that follow.

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I'd love to hear your thoughts or any suggestions for refining this approach.